



# Haryana Government Gazette

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### PART—I

#### Notifications, Orders and Declarations by Haryana Government

##### AGRICULTURE DEPARTMENT

##### Order

The 14th January, 2014

No. 2175-Agri.1(1)-2013/512.—In exercise of the powers conferred by clause (a) of Article 98 and clause (a), (c)

and (d) of Article 99 of Memorandum and Articles of Association of Haryana Agro Industries Corporation Limited and all other powers enabling him in this behalf the Governor of Haryana is pleased to appoint Shri Brijendra Singh, IAS, Director of Agriculture, Shri Ashok Sangwan, IAS, Director of Industries and Commerce, Shri Rajesh Bansal, Management Consultant, HBPE, Finance Department as Directors on the Board of Directors of Haryana Agro Industries Corporation Limited in place of Shri A. K. Singh, IAS, Shri T. L. Satya Prakash, IAS and Mr's. Amneet P. Kumar, IAS with immediate effect.

ROSHAN LAL,

Chandigarh :

The 31st December, 2013.

Principal Secretary to Government Haryana,

Agriculture Department.

HIGHER EDUCATION DEPARTMENT,

The 10th January, 2014

No. KW 20/17-2008 UNP (5).—In exercise of the powers conferred by Sub-section (5) of Section 30 of Haryana Private Universities Act, 2006 and all other powers enabling him in this behalf, the Governor of Haryana hereby allows Jagan Nath University, Bahadurgarh to frame its First Statutes.

S. S. PRASAD,

Principal Secretary to Government Haryana,  
Higher Education Department, Chandigarh.

**JAGAN NATH UNIVERSITY, BAHADURGARH (HARYANA)**

*In exercise of the powers conferred by sub-section(2) of section 30 of Haryana Private Universities Act, 2006 the Governing Body of Jagan Nath University, Bahadurgarh is please to make the following First Statutes.*

**FIRST STATUTES****CHAPTER I—PRELIMINARY**

**1. Short Title & Commencement.**—(1) The “First Statute” means the First Statute of Jagan Nath University, Bahadurgarh (Haryana).

(2) These Statutes shall come into force from the date of the notification in Haryana Government Official Gazette.

**2. Definitions.**—(1) In these Statutes, unless the context otherwise requires.—

- (a) “Act” means the Haryana Private Universities Act, 2006 (32 of 2006);
- (b) “campus” means that area of the University in which it is established;
- (c) “employee” means a person appointed by the university and includes a teacher, officer and any other staff of the university;
- (d) “Government” means of the Government of the State of Haryana;
- (e) “hostel” means a place of residence of the students of the university;
- (f) “regulating body” means a body established by the Government of India for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission, All India Council for Technical Education, National Council for Teacher Education, Medical Council of India, Bar Council of India, Pharmacy Council of India, National Assessment and Accreditation Council, Indian Council of Agriculture Research, National Board of Accreditation, Indian Nursing Council, Council of Scientific and Industrial Research etc. and includes the Government or any such body constituted by Government of India or the Government;
- (g) “sponsoring body” in relation to Jagan Nath University means Jagan Nath Gupta Memorial Education Society, a society registered under the Societies Registration Act, 1860 (Central Act 21 of 1860);
- (h) “Statutes”, “Ordinances” and “Regulations” mean respectively, the Statutes, Ordinances and Regulations of the university made under the Act;
- (i) “student of the university” means a person enrolled in the university for taking a course of study for a degree, diploma or other academic distinction duly instituted by the university, including a research degree;
- (j) “teacher” means a Professor, Associate Professor, Assistant Professor or any other person required to impart education or guide research or render guidance in any other form to the students for pursuing a course or programme of study of the university;
- (k) “university” means Jagan Nath University incorporated under the Haryana Private Universities Act, 2006 (32 of 2006) and Haryana Private Universities (Amendment) Act, 2013 (8 of 2013) dated May 3, 2013.

(2) Words and expressions used herein and not defined but defined in the Act shall have the same meanings as are assigned in the Act.

**3. Objects of the University.**—Following shall be the objects of the university, namely :-

- (a) to provide instructions, teaching and training in higher education and make provisions for research, advancement and dissemination of knowledge;
- (b) to create higher levels of intellectual abilities;
- (c) to establish state of the art facilities for education and training;
- (d) to carry out teaching and research and offer continuing education programmes;
- (e) to create centres of excellence for research and development and for sharing knowledge and its application;

- (f) to establish a campus;
- (g) to maintain the academic standard of degrees, diplomas, certificates and other academic distinctions as per bye-laws and to ensure that the same are not lower than those laid down by the regulating body; and
- (h) to pursue any other objective as may be approved by the University.

**4. Seal of the University.**—The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as approved by the Sponsoring Body. The University after obtaining the approval of the Sponsoring Body may also decide to make and use such as: as Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary and which are permissible by the State or the Central Government.

## CHAPTER II – AUTHORITIES OF THE UNIVERSITY

**5. Authorities.**—In terms of section 21 of the Act, the following shall be the Authorities of the University, namely :—

- (a) the Governing Body;
- (b) the Board of Management;
- (c) the Academic Council; and
- (d) other authorities.

**6. Constitution, Powers & Functions of Governing Body.**—(1) The Governing Body of the University shall consist of the following members, namely :—

- (a) the Chancellor;
- (b) the Vice-Chancellor;
- (c) the Secretary to Government of Haryana, Higher Education Department, or in his absence, Director General, Higher Education, Haryana;
- (d) five persons nominated by the sponsoring body out of whom two shall be eminent educationists;
- (e) one expert of management or technology from outside the University, nominated by the Chancellor;
- (f) one expert of finance, nominated by the Chancellor; and
- (g) the Registrar as Member Secretary.

(2) The Chancellor shall be the Chairperson of the Governing Body. In the absence of the Chancellor, Vice-Chancellor shall preside over the meeting.

(3) The term of the nominated members of the Governing Body shall be two years.

(4) The Governing Body shall be the supreme authority of the University. All the movable and immovable property of the University shall vest in the Governing Body. It shall have the following powers, namely :—

- (a) to provide general superintendence and directions and to control the functioning of the university by using all such powers as are provided by the Act, the Statutes, the Ordinances, the Regulations or the Rules;
- (b) to review the decisions of other authorities of the University in case they are not in conformity with the provisions of the Act, Statutes, Ordinances, Regulations or Rules;
- (c) to approve the budget and annual report of the University;
- (d) to lay down the extensive policies to be followed by the University;
- (e) to recommend to the sponsoring body for the dissolution of the University if a situation arises when there is no smooth functioning of the University in spite of best efforts;

- (f) to hold, control and administer the revenue, property and funds of the University;
- (g) to accept on behalf of the University any bequest, donation or transfer of any movable or immovable property to the University;
- (h) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University;
- (i) to provide buildings, premises, furniture and apparatus and other means needed, for carrying on the work of the University;
- (j) to enter into, vary, carry out or cancel contracts on behalf of the University;
- (k) to delegate any of its powers to the Vice-Chancellor, the Registrar or such other officer or authority of the University or to a committee appointed by it, as it may deem fit; and
- (l) to perform such other functions as may be prescribed from time to time.

(5) The Governing Body shall meet at least three times in a calendar year.

(6) The quorum for meetings of the Governing Body shall be four :

Provided that the Secretary to the Government of Haryana, Higher Education Department or in his absence, Director General, Higher Education shall be present in each meeting in which decisions on issues involving Government policies/instructions are to be taken.

(7) A minimum of seven days notice shall be given for all meetings of the Governing Body. However, the notice for emergency meeting shall be minimum of three days.

(8) All the decisions will be taken by the simple majority of the members present and voting in the meeting. The Registrar will be a non-voting member.

(9) The venue for the meeting of the Governing Body will be as determined by the Chancellor.

**7. Constitution, Powers & Functions of Board of Management.—**(1) The Board of Management shall consist of the following members, namely :—

- (a) the Vice-Chancellor;
- (b) the Secretary to the Government, Haryana, Higher Education Department, or in his absence, Director General, Higher Education, Haryana;
- (c) two members of the Governing Body, nominated by the sponsoring body;
- (d) three persons, who are not the members of the Governing Body, nominated by the sponsoring body;
- (e) three persons from amongst the teachers, nominated by the sponsoring body;
- (f) two teachers, nominated by the Vice-Chancellor; and
- (g) the Registrar as Member-Secretary.

(2) The Vice-Chancellor shall be the Chairperson of the Board of Management.

(3) The term of the nominated members of the Board of Management shall be two years.

(4) The Board of Management is the academic and executive body and will work under the overall directions of the Governing Body. The powers and functions of the Board of Management shall be :—

- (a) to approve financial accounts together with audit report;
- (b) to adopt and follow the approved Budget for Expenditure;
- (c) to approve Ordinances of the University;

- (d) to create teaching, supporting, administrative, and other necessary posts and to specify the manner of appointment thereto;
  - (e) to approve the appointment of such Professors, Associate Professors, Assistant Professors, other teachers and academic staff as may be necessary on the recommendations of the Selection Committees constituted for the purpose;
  - (f) to define the functions and conditions of service of Professors, Associate Professors, Assistant Professors and other teachers and other academic staff employed by the University;
  - (g) to prescribe qualifications for teachers and other academic staff, but not less than the norms prescribed (if at all) by UGC and other regulating bodies;
  - (h) to approve and specify the manner of appointment to temporary vacancies of any academic staff;
  - (i) to make provision for the appointment of visiting Professors, Emeritus Professors, Fellows, Artists, Writers and other distinguished Professionals as required and determine the terms and conditions of such appointments;
  - (j) to manage and regulate the finances, accounts, investments, property of the University and all other affairs of the University and to appoint such agents as may be considered fit, provided that no action under this clause shall be taken without consulting the Finance Committee;
  - (k) to regulate enforcement of discipline amongst the employees in accordance with the Statutes and Ordinances;
  - (l) to recommend transfer or acceptance of transfer of any immovable or movable property on behalf of the University to the Governing Body;
  - (m) to entertain, adjudicate upon, or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved;
  - (n) to delegate any of its powers to the Vice-Chancellor, Registrar, the Chief Finance & Accounts Officer or any other officer or authority of the University, or to a committee appointed by it;
  - (o) to institute fellowships, scholarships, studentships, awards, prizes etc.;
  - (p) to work towards achieving international quality standards in teaching and research through partnership collaborations/exchange programme with renowned national and international universities;
  - (q) to oversee and approve management of general fund as per Sections 12 and 13 of the Act in consultation with the Finance Committee; and
  - (r) to exercise such other powers and perform such other functions as may be conferred on it by the Act or the Statutes or as prescribed by the Chancellor/Governing Body.
- (5) The Board of Management shall meet once in every two months.
- (6) The quorum for the meetings of the Board of Management shall be five:

Provided that the Secretary to the Government, Haryana, Higher Education Department, or in his absence, Director General, Higher Education, Haryana, shall be present in each meeting in which decisions on issues involving Government policies/instructions are to be taken.

(7) A minimum of seven days notice shall be given for all meetings of the Board of Management. However, the notice for emergency meeting shall be minimum of three days.

(8) All the decisions will be taken by the simple majority of the members present and voting in the meeting. The Registrar will be a non-voting member.

(9) The venue for the meeting of the Board of Management will be as determined by the Chancellor.

**8. Constitution, Powers & Functions Academic Council.**—(1) The Academic Council shall consist of the following, namely :—

- (a) the Vice-Chancellor;
- (b) the Deans of Faculties;
- (c) the Head of the Departments / Director of the Institutes;
- (d) three representatives from amongst the Scientists / Educationists / Technologists / Industrialists nominated by the Chancellor;
- (e) five Professors / Associate Professors of the University Teaching Departments nominated by the Chancellor;
- (f) three teachers of the University Teaching Departments / Institutes nominated by the Vice-Chancellor; and
- (g) the Registrar as a Member-Secretary.

(2) The Vice-Chancellor shall be the Chairperson of the Academic Council.

(3) The term of the nominated members of the Academic Council shall be two years.

(4) The Academic Council shall exercise the following powers, namely :—

- (a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching and evaluation of research or improvements in academic standards;
- (b) to consider matters of general academic interest either on its own initiative or on a reference made by the Chancellor, the Vice-Chancellor, the Governing Body, the Board of Management or a Faculty and to take appropriate action thereon;
- (c) to recommend to the Board of Management, the creation and abolition of teaching posts;
- (d) to prescribe syllabi and courses of study for various examinations on the recommendations of the faculties;
- (e) to frame such regulations consistent with the Statutes and Ordinances regarding the academic functions of the University, discipline, residence, admissions, examinations, awards of fellowships, studentships, scholarships, medals and prizes, fee concessions, corporate life and attendance; and
- (f) to exercise such other powers and perform such other functions as may be conferred or imposed on the Academic Council by the Act, the Statutes, or the Ordinances.

(5) Two-fifth of the members of the Academic Council shall constitute the quorum at a meeting.

(6) The Academic Council shall meet at least thrice in a Calendar Year.

(7) A minimum of seven days notice shall be given for all meetings of the Academic Council. However, the notice for emergency meeting shall be minimum of three days.

(8) All the decisions will be taken by the simple majority of the members present and voting in the meeting. The Registrar will be a non-voting member.

(9) The venue of the meeting of Academic Council will be as determined by the Vice-Chancellor.

**9. Other Authorities.**—The constitution, powers and functions of other authorities shall be such as may be required by the University from time to time and declared by subsequent Statutes, Ordinance and Regulations.

### CHAPTER III – OFFICERS OF THE UNIVERSITY

**10. Officers.**—The following shall be the officers of the University, namely :—

- (a) the Visitor;
- (b) the Chancellor;
- (c) the Vice-Chancellor;
- (d) the Registrar;
- (e) the Controller of Examinations;
- (f) the Chief Finance and Accounts Officer; and
- (g) other Officers.

**11. Power of the Visitor.**—(1) The Governor of Haryana shall be the Visitor of the University.

(2) The Visitor shall have the following powers, namely :—

- (a) when present, he shall preside over the convocation of the University for conferring degrees, diplomas and other academic distinctions;
- (b) to call for any paper or information relating to the affairs of the University; and
- (c) on the basis of the information received under clause (b), if he is satisfied that any order, proceeding, or decision taken by any authority of the University is not in conformity with the provisions of the Act, Statutes, Ordinances, Regulations or Rules, he may issue such directions as he may deem fit in the interest of the University and the directions so issued shall be complied with by the University.

**12. Appointment, Powers & Functions of Chancellor.**—(1) The Chancellor shall be appointed by the sponsoring body for a period of three years with prior approval of the Visitor. The Secretary of the Sponsoring Body shall forward the name, along with bio-data of the proposed Chancellor, to the Visitor for approval.

(2) The Chancellor shall be eligible for re-appointment with the approval of the Visitor following the procedure as laid down above under clause (1) :

Provided that the Chancellor shall, notwithstanding the expiry of the term, continue to hold his office maximum for a period of one year until either he is reappointed or his successor enters upon his office.

(3) The Chancellor shall be the Head of the University and shall exercise powers as specified in Section 16 of the Act.

(4) The Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present, preside over the convocation of the University for conferring degrees, diplomas or other academic distinctions.

(5) The Chancellor shall be entitled to receive an honorarium, expenses and allowances as may be decided by the Sponsoring Body from time to time.

(6) The Chancellor shall have the following powers, namely :—

- (a) to call for any information or record;
- (b) to appoint the Vice-Chancellor;
- (c) to remove the Vice-Chancellor in accordance with the provisions of sub-section (7) of section 17 of the Act;
- (d) to ensure the Act, the Statutes, the Ordinances, the Regulations and the Rules are faithfully observed; and
- (e) to exercise overall control over the affairs of the University.

(7) No assets of the University and/or its funds of any nature whatever can be pledged in any manner to anybody including Financial Institutions/Banks etc. without the approval of the Sponsoring Body on the recommendation of the Chancellor.

(8) In case of any dispute and/or difference of opinion between officers of the University, the decision of the Chancellor shall be final and binding on all concerned.

(9) The Chancellor may appoint in the interest of the University, Pro-Chancellor and/or Pro-Vice-Chancellor for a period of three years on such terms and conditions, as he deems fit, with the approval of the Governing Body.

(10) In the absence of the Chancellor or otherwise, he may at his discretion delegate all or some of his powers, to the Vice-Chancellor or a sub-committee of members of Governing Body constituted by him.

**13. Appointment, Powers & Functions of the Vice-Chancellor.**—(1) The Vice-Chancellor shall be appointed by the Chancellor as per the qualifications prescribed by the University Grants Commission, subject to the provisions contained in sub-section (7) of section 17 of the Act.

(2) The Vice-Chancellor shall hold office for a term of three years or upto the age of seventy years whichever is earlier :

Provided that after expiry of the term of three years, the Vice-Chancellor shall be eligible for re-appointment for another term of three years:

Provided further that a Vice-Chancellor shall continue to hold the office even after the expiry of his term till new Vice-Chancellor joins. However, in any case the period shall not exceed one year.

(3) The Vice-Chancellor shall be a salaried officer of the University shall receive minimum pay and allowances as per UGC norms or higher as decided by the Chancellor from time to time.

(4) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.

(5) In the absence of both the Visitor and the Chancellor, the Vice-Chancellor shall preside over the convocation of the University.

(6) The Vice-Chancellor shall discharge the responsibilities and functions as per the Act, the Statutes, the Ordinances, the Regulations or the Rules and as assigned by the Chancellor/Governing Body from time to time, in addition to the following duties :—

- (a) to co-ordinate with the Deans/Directors/HODs concerned with regard to teaching and research in the University Teaching Departments, Institutes and introduction of new courses;
- (b) to provide academic leadership and motivation for excellence;
- (c) to ensure High Standards of education imparted at the University and to obtain accreditation, approval, high ranking etc.; and
- (d) to process disciplinary action, whenever needed, against the faculty, technical /administrative staff of the University as per Statutes and Rules.

(7) If, in the opinion of the Vice-Chancellor, any decision of any authority of the University is beyond the scope of the powers conferred by the Act, the Statutes, the Ordinances, the Regulations or the Rules or is likely to be prejudicial to the interests of the University, he shall direct the concerned authority to revise its decision within fifteen days from the date of such direction and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.

(8) In case of an emergency like illness, long absence, resignation or due to any other reason the Chancellor shall assign the duties of the Vice-Chancellor to Pro-Vice-Chancellor/Senior Professor or any other officer of the University. However, this period of interim arrangement shall not exceed one year.

(9) The Vice-Chancellor may by writing under his hand addressed to the Chancellor, resign his office.

(10) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Vice-Chancellor is not in the interest of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Vice-Chancellor to relinquish his office from a date specified in the order :

Provided that before taking any action under this clause, the Vice-Chancellor shall be given an opportunity of being heard.

**14. Appointment, Powers & Functions of Registrar.**—(1) The appointment of the Registrar shall be made by the Chairperson of the Sponsoring Body on the recommendation of the Selection Committee. The Registrar will hold the office at the pleasure of the Chancellor.

(2) The Selection Committee shall consist of Vice-Chancellor and two members of the Sponsoring Body.

(3) The qualifications of the Registrar shall be as prescribed by the University Grants Commission.

(4) The Registrar shall be a full-time salaried officer of the University and shall discharge his duties under the overall superintendence and control of the Chancellor/Vice-Chancellor.

(5) The age of retirement of the Registrar shall be sixty five years.

(6) The Registrar shall be the Member-Secretary of the Governing Body, Board of Management and Academic Council but shall not have a right to vote.

(7) It shall be the duty of the Registrar :

(a) to be the custodian of the records, common seal and such other property of the University;

(b) to issue all notices convening meetings of the Governing Body, the Board of Management, the Academic Council, the faculties and of any Committee appointed by the University;

(c) to issue agenda and a maintain the minutes of all the meetings of the Governing Body, the Board of Management, the Academic Council, the faculties and any Committee appointed by the University;

(d) to conduct the official correspondence of the Governing Body, the Board of Management, the Academic Council and any Committee appointed by the University;

(e) to supply copies of the agenda, the minutes of the meetings of the authorities of the University to the Chancellor and to the concerned members as soon as they are issued;

(f) to file written statements, suits and/or make appeal in the various Courts of Law on behalf of the University; and

(g) to perform such other duties as may, from time to time, be assigned to him by the Chancellor/Vice-Chancellor.

(7) The Registrar shall be the authorized officer to enter into agreements/contracts, sign documents and authenticate records on behalf of the University and he shall act in such capacity when the appropriate authority of the University has taken a decision in the matter. He shall also exercise such other powers and perform such other duties as may be prescribed by the Statutes, the Ordinances, the Regulations or the Rules.

(8) When the Office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor/Vice-Chancellor may appoint for the purpose.

(9) The Registrar may by writing under his hand addressed to the Chancellor, resign his office.

(10) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Registrar is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Registrar to relinquish his office from such date as may be specified in the order :

Provided that before taking an action under this clause, the Registrar shall be given an opportunity of being heard.

**15. Appointment, Powers & Functions of the Controller of Examinations.**—(1) The Controller of Examinations shall be whole time salaried officer of the University and shall be appointed by the Chancellor on the recommendations of the Selection Committee. The Controller of Examinations will hold the office at the pleasure of the Chancellor.

(2) The Selection Committee shall consist of Vice-Chancellor, two members of the Sponsoring Body and Registrar as Secretary.

(3) The qualifications of the Controller of Examinations shall be as prescribed by University Grants Commission.

(4) The Controller of Examination shall be a full-time salaried officer of the University and shall discharge his duties under the overall superintendence and control of the Chancellor/Vice-Chancellor.

(5) The age of retirement of the Controller of Examinations shall be sixty five years.

(6) It shall be the duty of the Controller of Examinations :

(a) to conduct examinations in a disciplined and efficient manner;

(b) to arrange for the setting of question papers with strict regard to secrecy;

(c) to arrange for the evaluation of answer-sheets in accordance with the planned time schedule for results;

(d) to constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students; and

(e) any other matter connected with examinations which may, from time to time, be assigned to him by the Chancellor/Vice-Chancellor.

(7) The Controller of Examinations shall strive to declare the results of every examination conducted by the University within a period of thirty days from the last date of the examination for that particular course and shall in any case declare the results latest within a period of forty-five days from such date.:

Provided that if, for any reason whatsoever, the University is unable to finally declare the results of any examination within the aforesaid period of forty-five days, it shall submit a report incorporating the detailed reasons for such delay to the Government. The Government may, on considering the report shall issue such directions to the University as it may deem fit :

Provided further that no examination or the results of an examination shall be held invalid only for the reasons that the University has not followed the Schedule as stipulated in Statute 30(4) or, as the case may be, in this clause.

(8) The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed by the Statutes, the Ordinances, the Regulations or the Rules.

(9) When the Office of the Controller of Examinations falls vacant or when the Controller of Examination is, by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor/Vice-Chancellor may appoint for the purpose.

(10) The Controller of Examination may by writing under his hand addressed to the Chancellor, resign his office.

(11) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Controller of Examination is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Controller of Examination to relinquish his office from such date as may be specified in the order:

Provided that before taking an action under this clause, the Controller of Examination shall be given an opportunity of being heard.

**16. Appointment, Powers & Functions of the Chief Finance and Accounts Officer.**—(1) The appointment of the Chief Finance and Accounts Officer shall be made by the Chancellor on the recommendation of the Selection Committee. The Chief Finance and Accounts Officer will hold the office at the pleasure of the Chancellor.

(2) The Selection Committee shall consist of Vice-Chancellor, two members of the Sponsoring Body and Registrar as Secretary.

(3) The Chief Finance and Accounts Officer shall have qualification in Accounting & Finance such as M.Com, Chartered Accountant or Cost & Works Accountant, etc, with at least ten years experience.

(4) The Chief Finance and Accounts Officer shall be a full-time salaried officer of the University and shall discharge his duties under the overall superintendence and control of the Chancellor/Vice-Chancellor.

(5) The age of retirement of the Chief Finance and Accounts Officer shall be sixty five years.

(6) It shall be the duty of the Chief Finance and Accounts Officer :

- (a) to maintain all accounts and records as per regulating standards;
- (b) to exercise general supervision of the accounts and funds of the University and advise on financial policies;
- (c) to manage properties and investments of the University;
- (d) to ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted;
- (e) to be responsible for the preparation of the annual accounts and the budget of the University and for their presentation to the Chancellor/Governing Body after they have been considered by the Finance Committee;
- (f) to keep a constant watch on the cash, bank balance and investments;
- (g) to watch the progress of collection of revenue and advise on the methods of collection employed;
- (h) to ensure that the registers of properties of the University are maintained properly and the stock-checking of equipments and other materials in the offices of the University;
- (i) to ensure all statutory and timely compliances of Government/Taxation Departments/etc.
- (j) to be responsible for timely compliance of Audit requirements;
- (k) to be responsible for liaison with Financial Institutions/Bank and other financial matters; and
- (l) to exercise such other powers and perform such other duties as may be prescribed by the Statutes, the Ordinances, the Regulations or the Rules and assigned by the Finance Committee/Chancellor/ Vice-Chancellor.

(7) When the Office of the Chief Finance and Accounts Officer falls vacant or when the Chief Finance and Accounts Officer is, by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor/Vice-Chancellor may appoint for the purpose.

(8) The Chief Finance and Accounts Officer may by writing under his hand addressed to the Chancellor, resign his office.

(9) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Chief Finance and Accounts Officer is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Chief Finance and Accounts Officer to relinquish his office from such date as may be specified in the order :

Provided that before taking an action under this clause, the Chief Finance and Accounts Officer shall be given an opportunity of being heard.

**17. Other Officers of the University.**—The following shall be the other Officers of the University in accordance with the provisions of sections 20 and 30(1)(d) of the Act :

- (a) Pro-Chancellor;
- (b) Pro-Vice-Chancellor;
- (c) Dean Academic Affairs;
- (d) Dean Research & Development;
- (e) Dean of Students' Welfare;
- (f) Proctor;
- (g) Chief Wardens (one each for boys and girls Hostels separately);
- (h) Dean of Faculties; and
- (i) Head of the Department/Director of the Institute.

**18. Appointment, Powers & Functions of the Pro-Chancellor.**—(1) In accordance with the Section 20 of the Act, under the category of other officers, the Pro-Chancellor shall be appointed by the Chancellor with the prior approval of the Governing Body. The Chancellor shall finalise the name of the Pro-Chancellor and process the approval by the Governing Body. After the approval of the Governing Body, the Pro-Chancellor shall be appointed by the Chancellor.

(2) The Pro-Chancellor shall hold office for a term of three years or upto the age of seventy years, whichever is earlier :

Provided that after expiry of the term of three years, the Pro-Chancellor shall be eligible for re-appointment for another term of three years following the procedure laid down above under clause (1).

(3) The Pro-Chancellor shall hold office at the pleasure of Chancellor/Governing Body.

(4) The Pro-Chancellor shall be entitled to receive an honorarium, expenses and allowances as may be decided by the Chancellor/Sponsoring Body.

(5) The Pro-Chancellor shall work under the control and directions of the Chancellor to ensure that the Act, the Statutes, the Ordinances, the Regulations and the Rules are faithfully observed.

(6) The Pro-Chancellor shall discharge any academic/administrative responsibility specifically assigned by the Chancellor/Governing Body.

(7) The Pro-Chancellor may by writing under his hand addressed to the Chancellor, resign his office.

(8) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Pro-Chancellor is not in the interest of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Pro-Chancellor to relinquish his office from the date specified in the order:

Provided that before taking any action under this clause, the Pro-Chancellor shall be given an opportunity of being heard.

**19. Appointment, Powers & Functions of the Pro-Vice-Chancellor.**—(1) In accordance with the Section 20 of the Act, under the category of other officers, the Pro-Vice-Chancellor shall be appointed by the Chancellor.

(2) The Pro-Vice-Chancellor shall hold office for a term of three years or upto the age of seventy years, whichever is earlier :

Provided that after expiry of the term of three years, the Pro-Vice-Chancellor shall be eligible for re-appointment for another term of three years following the procedure laid down above under clause (1).

(3) The Pro-Vice-Chancellor shall hold office during the pleasure of Chancellor/Governing Body.

(4) The Pro-Vice-Chancellor shall be entitled to receive an honorarium, expenses and allowances as may be decided by the Chancellor/Sponsoring Body.

(5) The Pro-Vice-Chancellor shall work under the control and directions of the Vice-Chancellor to ensure that the Act, the Statutes, the Ordinances, the Regulations and the Rules are faithfully observed.

(6) The Pro-Vice-Chancellor shall discharge any academic/administrative responsibility specifically assigned by the Vice-Chancellor.

(7) The Pro-Vice-Chancellor may be writing under his hand addressed to the Chancellor, resign his office.

(8) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Pro-Vice-Chancellor is not in the interest of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Pro-Vice-Chancellor to relinquish his office from the date specified in the order :

Provided that before taking any action under this clause, the Pro-Vice-Chancellor shall be given an opportunity of being heard.

**20. Appointment, Powers & Functions of the Dean Academic Affairs.**—(1) Dean Academic Affairs shall be appointed by the Board of Management on the recommendations of the Vice-Chancellor for a term of two years from amongst the Professors/Associate Professors of the University.

(2) The Dean Academic Affairs shall hold office during the pleasure of Vice-Chancellor/Board of Management.

(3) The Dean Academic Affairs shall work under the control and directions of the Vice-Chancellor to ensure that the Act, the Statutes, the Ordinances, the Regulations and the Rules are faithfully observed.

(4) The Dean Academic Affairs shall be responsible :

- (a) to co-ordinate and supervise the procedure of admission of students made by the various University Teaching Departments/ Institutions through HODs/Directors;
- (b) to arrange the accommodation of all University classes including evening classes, Diploma Courses, etc.;
- (c) to get the Academic Calendars prepared and approved;
- (d) to co-ordinate with the Deans in respect of inter-faculty matters; and
- (e) to carry out any other functions and duties as assigned by the Chancellor/Vice-Chancellor from time to time.

(5) The Dean Academic Affairs may by writing under his hand addressed to the Vice-Chancellor, resign his office.

(6) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Dean Academic Affairs is not in the interest of the University, the Vice-Chancellor may, by an order in writing stating the reasons therein, require the Dean Academic Affairs to relinquish his office from the date specified in the order:

Provided that before taking any action under this clause, the Dean Academic Affairs shall be given an opportunity of being heard.

**21. Appointment, Powers & Functions of the Dean Research & Development.**—(1) Dean Research & Development shall be appointed by the Board of Management on the recommendations of the Vice-Chancellor for a term of two years from amongst the Professors/Associate Professors of the University.

(2) The Dean Research & Development shall hold office during the pleasure of Vice-Chancellor/Board of Management.

(3) The Dean Research & Development shall work under the control and directions of the Vice-Chancellor to ensure that the Act, the Statutes, the Ordinances, the Regulations and the Rules are faithfully observed.

(4) The Dean Research & Development shall be responsible :

- (a) to coordinate research in various faculties and University teaching Departments/Institutes;
- (b) to promote research, consultancy and testing in the University;
- (c) to arrange funds for research and development available from various funding agencies, e.g. UGC, ICSSR, DST, etc.;
- (d) to encourage and regulate inter-disciplinary research;

- (e) to organize conferences/seminars/workshops/extension lectures in coordination with the faculties and University Teaching Departments/Institutes.
- (f) to carry out any other functions and duties as assigned by the Chancellor/Vice-Chancellor from time to time.

(5) The Dean Research & Development may by writing under his hand addressed to the Vice-Chancellor, resign his office.

(6) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Dean Research & Development is not in the interest of the University, the Vice-Chancellor may, by an order in writing stating the reasons therein, require the Dean Research & Development to relinquish his office from the date specified in the order :

Provided that before taking any action under this clause, the Dean Research & Development shall be given an opportunity of being heard.

**22. Appointment, Powers & Functions of the Dean of Students' Welfare.**—(1) Dean of Students' Welfare shall be appointed by the Board of Management on the recommendations of the Vice-Chancellor for a term of two years from amongst the Professors/Associate Professors of the University.

(2) The Dean of Students' Welfare shall hold office during the pleasure of Vice-Chancellor/Board of Management.

(3) The Dean of Students' Welfare shall work under the control and directions of the Vice-Chancellor to ensure that the Act, the Statutes, the Ordinances, the Regulations and the Rules are faithfully observed.

(4) The Dean of Students' Welfare shall be responsible :

- (a) to organize events relating to extra-curricular/co-curricular/cultural and sports activities;
- (b) to redress grievances of students with the cooperation of other officials;
- (c) to assist to organize educational tours and travels facilities for the students;
- (d) to assist the students in obtaining Scholarships, Studentships, etc. by giving them information relating thereto;
- (e) to communicate with the guardians of the students concerning the welfare of students;
- (f) to carry out any other functions and duties as assigned by the Chancellor/Vice-Chancellor from time to time.

(4) The Dean of Students' Welfare may by writing under his hand addressed to the Vice-Chancellor, resign his office.

(5) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Dean of Students' Welfare is not in the interest of the University, the Vice-Chancellor may, by an order in writing stating the reasons therein, require the Dean of Students' Welfare to relinquish his office from the date specified in the order:

Provided that before taking any action under this clause, the Dean of Students' Welfare shall be given an opportunity of being heard.

**23. Appointment, Powers & Functions of Proctor.**—(1) Proctor shall be appointed by the Board of Management on the recommendations of the Vice-Chancellor for a term of two years from amongst the Professors/Associate Professors of the University.

(2) The Proctor shall hold office during the pleasure of Vice-Chancellor/Board of Management.

(3) The Proctor shall work under the control and directions of the Vice-Chancellor to ensure that the Act, the Statutes, the Ordinances, the Regulations and the Rules are faithfully observed.

(4) The Proctor shall be responsible :

- (a) for maintenance of discipline among the students;
- (b) to depute teachers and other staff to maintain students discipline in any event relating to extra-curricular/co-curricular/cultural and sports activities organized on the campus;

- (c) to chair and conduct the meeting of the Proctorial Board;
- (d) to issue agenda and maintain minutes of the meeting of the Proctorial Board;
- (e) to carry out any other functions and duties as assigned by the Chancellor/Vice-Chancellor from time to time.

(4) The Proctor may by writing under his hand addressed to the Vice-Chancellor, resign his office.

(5) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Proctor is not in the interest of the University, the Vice-Chancellor may, by an order in writing stating the reasons therein, require the Proctor to relinquish his office from the date specified in the order:

Provided that before taking any action under this clause, the Proctor shall be given an opportunity of being heard.

**24. Appointment, Powers & Functions of Chief Wardens.**—(1) Chief Wardens (one each for boys and girls Hostels separately) shall be appointed by the Board of Management on the recommendations of the Vice-Chancellor for a term of two years from amongst the Professors/Associate Professors of the University.

(2) The Chief Wardens shall hold office at the pleasure of Vice-Chancellor/Board of Management.

(3) The Chief Wardens shall work under the control and directions of the Vice-Chancellor to ensure that the Act, the Statutes, the Ordinances, the Regulations and the Rules are faithfully observed.

(4) The Chief Wardens shall be responsible :

- (a) to make available hostel accommodation to the students;
- (b) to ensure upkeep of the hostel accommodation and mess in proper condition;
- (c) to ensure with help of wardens that in the hostel should be intoxicant free and smoke free;
- (d) to ensure in co-ordinations with the wardens that proper discipline is maintained in the hostels;
- (e) to ensure perfect co-ordination with the wardens of the hostels.
- (f) to penalize any resident of the hostels for any act of indiscipline or misconduct after giving him/her an opportunity of being heard.
- (g) to carry out any other functions and duties as assigned by the Chancellor/Vice-Chancellor from time to time.

(5) The Chief Wardens may by writing under his hand addressed to the Vice-Chancellor, resign his office.

(6) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Chief Wardens is not in the interest of the University, the Vice-Chancellor may, by an order in writing stating the reasons therein, require the Chief Wardens to relinquish his office from the date specified in the order :

Provided that before taking any action under this clause, the Chief Wardens shall be given an opportunity of being heard.

**25. Appointment, Powers & Functions of Dean of Faculties.**—(1) Dean of Faculties shall be appointed by the Vice-Chancellor for a term of two years from amongst the Professors/Associate Professors of the University on the basis of seniority and performance.

(2) The Dean of Faculties shall hold office during the pleasure of Vice-Chancellor.

(3) The Dean of Faculties shall work under the control and directions of the Vice-Chancellor to ensure that the Act, the Statutes, the Ordinances, the Regulations and the Rules are faithfully observed.

(4) The Dean of Faculties shall be responsible :

- (a) to coordinate academic and research programmes in the concerned Departments/Institutes;
- (b) to maintain standards of teaching and research;
- (c) to encourage the teachers for research and publications;

- (d) to organize conferences/seminars/workshops/extension lectures in coordination with the HODs/ Directors of the University Teaching Departments/Institutes.
- (f) to carry out any other functions and duties as assigned by the Vice-Chancellor from time to time.

(5) The Dean may by writing under his hand addressed to the Vice-Chancellor, resign his office.

(6) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Dean is not in the interest of the University, the Vice-Chancellor may, by an order in writing stating the reasons therein, require the Dean to relinquish his office from the date specified in the order :

Provided that before taking any action under this clause, the Dean shall be given an opportunity of being heard.

**26. HOD/Director of Department/Institute.**—(1) Each Teaching Department/Institute shall have a HOD/Director who shall be appointed by the Vice-Chancellor from amongst Professors/Associate Professors of the Department/ Institute for a period of three years by rotation as per seniority and performance.

(2) In case a senior person is on long leave, the next eligible person will be appointed as Head of the Department/Institute and he will continue as such till the completion of his term, even, if the senior person returns from leave during that period. However, the senior person will be eligible for appointment as HOD/Director after the expiry of the term of the present incumbent.

(3) In case the HOD/Director of a Department/Institute, by reason of illness, absence or any other cause, is unable to perform the duties of his office, the duties of the office shall be performed by the next eligible person, unless, the Vice-Chancellor orders otherwise.

(4) In case a person refuses to accept the offer of appointment as HOD/Director or resigns on his own, he will not be eligible for appointment as HOD/Director of the Department/Institute till his turn comes again after the completion of the rotation circle among the eligible teachers.

(5) If the Vice-Chancellor deems it necessary, he may appoint the next eligible person as HOD/Director irrespective of the fact that the term of the present HOD/Director has not yet expired, in which case he will report the matter to the Board of Management at its next meeting.

#### CHAPTER IV – COMMITTEES OF THE UNIVERSITY

**27. Finance Committee.**—(1) The Finance Committee shall consist of the following members, namely :

(a) The Chancellor	Chairman
(b) The Vice-Chancellor	Member
(c) Two members from the Governing Body to be nominated by the Chancellor	Member
(d) One Dean/Director/HOD to be nominated by the Vice-Chancellor	Member
(e) One expert of Finance and Planning to be nominated by the Chancellor	Member
(f) The Chief Finance and Accounts Officer of the University	Member Secretary

(2) In the absence of the Chancellor, Vice-Chancellor will preside over the meeting.

(3) The term of the nominated members of the Finance Committee shall be two years.

(4) Functions and Powers of the Finance Committee shall be :

- (a) to prepare the annual estimates of income and expenditure of the University and to put up to the Governing Body for its consideration and approval;
- (b) to consider the annual accounts of the University and to put up to the Governing Body for its consideration and approval;
- (c) to make the recommendations of the Governing Body/Board of Management to accept bequests and donations of the property to the University on such terms as it may deem proper;

- (d) to recommend mechanisms and ways and means to augment the financial resources of the University;
- (e) to ensure that there are no defaults in statutory payment and payments to banks secured/unsecured credits, loans and interest;
- (f) to consider any other matter referred to it;
- (g) to advise the University on any matter affecting finances;
- (h) to observe that the regulations relating to the maintenance of accounts of the income and expenditure of the University are followed;
- (i) to prepare the annual budget and put it up to Governing Body for consideration;
- (j) to select and appoint Auditors of the University and fix their remuneration;
- (k) to consider the recommendations of the Fee Committee and evolve fee structure from time to time and make recommendations to the Board of Management for approval;
- (l) to recommend to the Governing Body through Board of Management the making of capital expenditure long term and short term investments;
- (m) to take all necessary action for establishing the general fund and manage it as per Sections 12 and 13 of the Act with the prior approval of the Board of Management;
- (n) to recommend to the Board of Management and Governing Body all steps to ensure continued availability of short term/long term funds and their application and optimum utilization;
- (o) to provide guidance/consultation to Board of Management on financial and other matters as required from time to time; and
- (p) any other matter as may be delegated by the Chancellor/Governing Body from time to time.

(5) The Finance Committee shall meet at least twice in a financial year.

(6) Three members of the Finance Committee shall constitute the quorum at a meeting.

(7) A minimum of seven days notice shall be given for all meetings of the Finance Committee. However, the notice for emergency meeting shall be minimum of three days.

(8) All the decisions will be taken by the simple majority of the members present and voting in the meeting. The Chief Finance and Accounts Officer will be a non-voting member.

(9) The venue of the meeting of Finance Committee will be as determined by the Chancellor.

**28. Fee Committee.—(1)** The University shall have a Fee Committee, which shall be consisting of :

- (a) Vice-Chancellor as Chairperson;
- (b) Outside Financial Expert to be nominated by Chancellor;
- (c) Registrar; and
- (d) The Chief Finance and Accounts Officer who shall be the Member Secretary.

(2) One-half members will constitute the quorum.

(3) The Fee Committee will review the fee structure from time to time and submit its recommendations to the Finance Committee. The Finance Committee after considering the recommendations submits it to the Board of Management for approval.

**29. Admission Committee.—(1)** The University shall have an Admission Committee, which shall be consisting of :

- (a) the Vice-Chancellor as Chairperson;
- (b) the Dean of Faculties;
- (c) the HODs/Directors of the Departments/Institutes;
- (d) the Chief Finance and Accounts Officer; and

- (e) the Registrar as Member Secretary.
- (2) Two-fifth members will constitute the quorum.

(3) The Committee will decide the policy guidelines relating to admission to various courses as per the provisions of the Act or norms laid down by the Regulating Bodies. The admission process will be undertaken by the Faculty/Department/Institute in accordance with Statutes.

**30. Examination Committee.**—(1) The Examination Committee shall be responsible for all aspects of the examination of the University and shall consist of :

- (a) the Vice-Chancellor as Chairperson;
- (b) the Dean of Academic Affairs;
- (c) the Dean of Faculties;
- (d) the HODs/Directors of the Departments/Institutes; and
- (e) the Controller of Examination.

- (2) Two-fifth members will constitute the quorum.

(3) The Committee will lay down the policy Guidelines for the conduct of examination, question paper-setting, evaluation, re-evaluation, moderation, declaration of results, etc.

(4) At the beginning of each academic session and in any case not later than the 30th of August of every calendar year, the Committee shall prepare and publish a semester wise or annual, as the case may be, schedule of examinations for each and every course conducted by it and shall strictly adhere to the schedule.

*Explanation.*—“Schedule of Examination” means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examinations:

*Provided* that if, for any reason whatsoever, the University has been unable to follow the Schedule, it shall, as soon as may be practicable, submit a report to the Government incorporating the detailed reasons for making a departure from the published schedule. The Government may, on considering the report shall issue such directions to the University as it may deem fit.

## CHAPTER V – FACULTIES AND BOARD OF STUDIES

**31. Constitution, Powers & Functions of Faculties.**—(1) Each faculty shall consist of the following :—

- (a) The Dean of the Faculty who shall be the Chairperson;
  - (b) the Head/Director of the Departments/Institutes in the Faculty;
  - (c) all Professors in the Faculty;
  - (d) one Associate Professor and one Assistant Professor, by rotation according to seniority, from each Department/Institute in the Faculty; and
  - (e) two outside experts as may be nominated by the Vice-Chancellor in consultation with the Dean.
- (2) The term of the Members, other than ex-officio member, shall be two years.
- (3) Two-fifth of the members shall constitute the quorum.
- (4) The meeting of the Faculty shall be held at least once in a year.
- (5) Subject to the control of the Academic Council, the powers of the Faculty shall be—
- (a) to co-ordinate the teaching and research work of the University in the subjects assigned to the Faculty;
  - (b) to recommend to the Academic Council courses of studies and syllabi for the different examinations after necessary report from the Board of Studies;
  - (c) to discuss and suggest to the Academic Council schemes for the advancement in the standards to teaching and examinations; and

(d) to deal with any other matter that may be referred to it by the Academic Council/Chancellor/Vice-Chancellor.

(6) A minimum seven days notice of the meeting shall be given by the Chairperson. However, the notice for emergency meeting shall be of minimum three days. He shall issue agenda and maintain minutes of the meeting.

**32. Constitution, Powers & Functions of Board of Studies.**—(1) There shall be a Board of Studies for each Department/Institute comprising of—

- (a) The HOD/Director of the Department/Institute who shall be the Chairperson;
- (b) all Professor of the Department/Institute;
- (c) two teachers of the concerned Department/Institute to be nominated by the Vice-Chancellor in consultation with HOD/Director; and
- (d) one outside expert to be nominated by the Vice-Chancellor :

Provided that a person who, in one way or the other, is involved in publication of cheap notes, guides or help books shall not be eligible to be a member of a Board of Studies.

(2) The term of the members, other than ex-officio member, shall be two years.

(3) Two-fifth of the members shall constitute the quorum.

(4) The meetings of the Board of Studies shall be arranged at least once in a year.

(5) (a) The Board of Studies shall recommend to the Academic Council, through the Faculty concerned, courses and syllabi of the studies and text-books for the various subjects for under-graduate and Post-graduate classes and Research degrees.

(b) The Boards of Studies shall also make recommendations to the Vice-Chancellor, regarding the appointment of Paper-setters and Examiners for the under-graduate or the post-graduate and other courses, as the case may be.

(c) The Boards of Studies shall deal with any other matter that may be referred to it by the Faculty/Vice-Chancellor/Vice-Chancellor.

#### **CHAPTER VI—APPOINTMENTS OF TEACHING AND NON-TEACHING STAFF**

**33. Appointments of Teachers of the University.**—(1) All appointments to teaching posts shall be made by the Board of Management on the recommendations of the Selection Committee.

(2) The Selection Committee for the appointment to the teaching posts shall have the following composition :

- (a) Vice-Chancellor who shall be the Chairperson;
- (b) Dean of the Faculty;
- (c) HOD/Director of the Department/Institute;
- (d) Three experts in the concerned subject/field nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the University; and
- (e) Registrar as Secretary :

Provided that the Vice-Chancellor may add more names to the panel in special circumstances and report these names to the Board of Management at its next meeting.

Provided that in case of selection to the post of Professor, The Dean/HOD/Director will not be associated in the selection committee if they are holding the position of Associate Professor.

(3) At least four shall constitute the quorum out of which minimum of two shall be the subject experts.

(4) Teaching positions shall be advertised in the daily newspapers or on website of the University. The qualifications must be in accordance with the norms of UGC or Regulating Body or the State Government, as amended from time to time.

(5) In addition to the regular teachers, the Chancellor may appoint persons of eminence with outstanding academic and research achievements as Professors of Eminence, Professor Emeritus, Distinguished Professors, Adjunct Professors, Advisors/ Directors in the University. The honorarium, perks, terms and conditions for these positions shall be decided by the Chancellor.

(6) Notwithstanding anything contained in Clauses (1) and (5) above, the Vice-Chancellor may, where he considers necessary, make an adhoc or temporary appointment for a period not exceeding one year, at a time, if it is not possible or desirable to make regular appointment. Where the appointing authority is the Board of Management, the decision taken by the Vice-Chancellor shall be reported to the Board of Management in its next meeting.

(7) The Chancellor, on the recommendations of the Vice-Chancellor, may recognize the teachers working in other Universities/Colleges/Institutes for the purpose of guiding research as co-supervisor or carrying out research, in the University.

(8) Where there is an allegation of indiscipline/misconduct against a teacher, the Chancellor/Vice-Chancellor shall constitute an Inquiry Committee for the purpose.

(9) Based on the Inquiry Committee report, the Vice-Chancellor may decide the course of action depending on the severity of the indiscipline/misconduct; the action will be reported to the Board of Management.

(10) An appeal against any action taken by the Vice-Chancellor or Board of Management can be made to the Chancellor within 30 days from the date receiving the communication of the action taken.

(11) For termination of services prior approval by the Chancellor will be necessary.

(12) No action against a teacher can be taken without giving him an opportunity of being heard.

**34. Term and Conditions of the Employees.—**(1) The Board of Management shall formulate policies, terms and conditions of appointment and service of faculty members and other employees from time to time.

(2) A Standing Committee may be constituted by the Governing Body comprising of the Vice-Chancellor, two members of the Governing Body and Registrar to review these policies and terms and conditions form time to time.

(3) The Standing Committee will periodically review the terms and conditions to ensure attracting and retaining the best talent at the University and submit its recommendations to the Board of Management for approval.

(4) Where there is an allegation of indiscipline/misconduct against a non-teaching employee, the Vice-Chancellor/Registrar shall constitute an Inquiry Committee for the purpose.

(5) Based on the Inquiry Committee report, the Vice-Chancellor/Registrar may decide the course of action.

(6) An appeal against any action taken by the Vice-Chancellor/Registrar can be made to the Chancellor within 30 days from the date receiving the communication of the action taken.

(7) For termination of services prior approval by the Chancellor will be necessary.

(8) No action against any employee can be taken without giving him an opportunity of being heard.

**35. Categories of the Non-Teaching Employees.—**

(1) The following types of non-teaching employees will be employed by the University :—

- (a) Permanent/Probationary employee;
- (b) Contractual employee; and
- (c) Causal employee.

(2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years, which can be extended, if necessary.

(3) Contractual employee means an employee who is appointed on contract for a specific period as decided by the Chancellor/Vice-Chancellor.

(4) Causal employee means an employee who is engaged on the basis of daily wages.

(5) The terms and service conditions of all the above three categories of employees shall be decided by the Board of Management as per regulations of the University from time to time.

**36. Resignation.—**Any resignation rendered by any employee shall be processed as per the terms & conditions of Service and Regulations prescribed for the purpose from time to time.

## CHAPTER VII – DISQUALIFICATIONS ETC. OF MEMBERS

**37. Disqualification for Membership of an Authority or Body.**—A person shall be disqualified for being a member of any of the authorities or bodies of the University, if he—

- (a) is of unsound mind and stands so declared by a competent court;
- (b) is an undischarged insolvent;
- (c) has been convicted of any offence involving moral turpitude;
- (d) is conducting or engaging himself in private coaching classes; or
- (e) has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere.

**38. Vacancies not to invalidate proceedings of any authority or body.**—No act or proceeding of any authority or body of the University shall be invalid merely by reason of any vacancy or defect in the constitution thereof.

**39. Filling up of Emergent Vacancy.**—An vacancy which may occur in the membership of the authorities or bodies of the University due to death, resignation or removal of a member or due to change of capacity in which he was appointed or nominated, shall be filled up as early as possible by the person or the body who had appointed or nominated such a member:

Provided that the person appointed or nominated as a member of an authority or body of the University on an emergent vacancy, shall remain a member of such authority or body only for the unexpired tenure of the member, in whose place he is appointed or nominated.

## CHAPTER VIII – FACULTIES WITH DEPARTMENTS/INSTITUTES

**40. Faculties.**—(1) The University shall include the following Faculties with various Departments/Institutes associated with them :

**(A) Faculty of Engineering & Technology**

- |  |   |
|--|---|
| (a) Civil Engineering                      | (b) Mechanical Engineering                    |
| (c) Electrical Engineering                 | (d) Electronics and Communication Engineering |
| (e) Electrical and Electronics Engineering | (f) Information Technology                    |
| (g) Computer Science Engineering           | (h) Food Technology                           |
| (i) Architecture                           | (j) Biotechnology                             |
| (k) Biomedical Engineering                 | (l) Automobile                                |
| (m) Engineering Physics                    | (n) Software Engineering                      |
| (o) Chemical Engineering                   |   |

**(B) Faculty of Computer Science & Technology**

- |                                    |                                  |
|------------------------------------|----------------------------------|
| (a) Computer Application           | (b) Computer Science             |
| (c) Hardware & Networking          | (d) Internet & Mobile Technology |
| (e) Animation Science & Technology |                                  |

**(C) Faculty of Physical Sciences**

- |                             |                                      |
|-----------------------------|--------------------------------------|
| (a) Physics                 | (b) Chemistry                        |
| (c) Mathematics             | (d) Geology                          |
| (e) Statistics              | (f) Criminology and Forensic Science |
| (g) Electronics             | (h) Nanotechnology                   |
| (i) Polymer Chemistry       | (j) Industrial Chemistry             |
| (k) Energy Studies          | (l) Computational Physics            |
| (m) Computational Chemistry | (n) Industrial Mathematics           |
| (o) Actuarial Science       |                                      |

**(D) Faculty of Life Sciences**

- |                    |                         |
|--------------------|-------------------------|
| (a) Biotechnology  | (b) Microbiology        |
| (c) Bioinformatics | (d) Botany              |
| (e) Zoology        | (f) Bio-Chemistry       |
| (g) Bio-Science    | (h) Genetics            |
| (i) Limnology      | (j) Paramedical Science |
| (k) Animal Science | (l) Physiotherapy       |

**(E) Faculty of Environmental Sciences**

- |   |
|---|
| (a) Physics and Chemistry of Environmental Sciences |
| (b) Environmental Biotechnology                     |
| (c) Environmental Management                        |

**(F) Faculty of Pharmaceutical Sciences**

- |                             |                       |
|-----------------------------|-----------------------|
| (a) Pharmaceutical Sciences | (b) Pharma Management |
|-----------------------------|-----------------------|

**(G) Faculty of Management**

- |  |
|--|
| (a) Management   |
| (b) Retail / Insurance / Logistics and Supply Chain Management |
| (c) International Business, Rural Management                   |
| (d) Portfolio Management                                       |

**(H) Faculty of Technology Management**

- |                               |   |
|-------------------------------|---|
| (a) Technology Management     | (b) Industrial Safety & Occupational Management |
| (c) Infrastructure Management | (d) Disaster Mitigation and Management          |

**(I) Faculty of Commerce**

- |  |
|--|
| (a) Commerce                                   |
| (b) Applied Economics and Business Management  |
| (c) Accounting and Finance, Insurance, Banking |

**(J) Faculty of Law**

- (a) Law

**\*K) Faculty of Social Sciences**

- |                       |                                     |
|-----------------------|-------------------------------------|
| (a) Economics         | (b) Sociology                       |
| (c) Social Works      | (d) Geography                       |
| (e) Psychology        | (f) Home Science                    |
| (g) Political Science | (i) Public Administration           |
| (j) Defense Studies   | (k) Anthropology                    |
| (l) History           | (m) Library and Information Science |

**(L) Faculty of Education**

- |                                    |   |
|------------------------------------|---|
| (a) Education                      | (b) Applied Psychology                        |
| (c) Physical Education             | (d) Yogic Science                             |
| (e) Adult and Continuing Education | (f) Special Education for Mentally Challenged |

**(M) Faculty of Humanities**

- |   |                        |
|---|------------------------|
| (a) English and other Foreign Languages | (b) Hindi              |
| (c) Linguistics                         | (d) Philosophy         |
| (e) Mass Communication                  | (f) Functional English |

**(N) Faculty of Design**

- |                        |                       |
|------------------------|-----------------------|
| (a) Fashion Design     | (b) Industrial Design |
| (c) Engineering Design | (d) Jewellery Design  |

**(O) Faculty of Indic Studies**

- |                |   |
|----------------|---|
| (a) Fine Arts  | (b) Music and Dance                               |
| (c) Philosophy | (d) Ancient Indian History, Cultural & Archeology |

**(P) Faculty of Medical and Dental Sciences**

- |                     |                    |
|---------------------|--------------------|
| (a) Medical Science | (b) Dental Science |
| (c) Nursing         |                    |

(2) Other Faculties as may be added from time to time after approval of the Board of Management, on the recommendations of Academic Council.

(3) Each Faculty shall have such Departments/Institutes as may be assigned to it by the Academic Council from time to time.

(4) The Academic Council can shift a department from one faculty to another on the recommendations of the concerned Deans.

## CHAPTER IX – MISCELLANEOUS

**41. Number of Seats and Fee.**—(1) The number of seats in different courses shall be as per the Act or norms laid down by the Regulating Bodies or recommended by the Admission Committee and approved by Academic Council/Board of Management.

(2) The fee structure of the University will be finalized as per Section 36 of the Act and its subsequent amendments made from time to time.

(3) (a) The University may, from time to time, finalize the fee structure on the recommendations of the Fee committee/Finance Committee and shall send it for information to the Government, at least 30 days before the Commencement of the academic session.

(b) The fee structure for the 25% of the students who are domicile of Haryana shall be based on merit-cum-means and be as follows :—

- (i) one-fifth of the 25% shall be granted full fee concession;
- (ii) two-fifth of the 25% shall be granted 50% fee concession; and
- (iii) The balance two fifth of the 25% shall be granted 25% fee concession.

**42. Admissions.**—(1) Admission in the University will be made as per provisions of the Section 35 of the Haryana Private Universities Act 32 of 2006.

(2) Admission in the University shall be made strictly on the basis of merit.

(3) Merit for admission in the University may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the entrance test conducted at the State level either by an association of the universities conducting similar courses or by an agency of the State or by the University itself :

Provided that admission in professional and technical courses shall be made only through an entrance test.

(4) A minimum of 25% seats for admissions in the University shall be reserved for students of the State of Haryana, out of which 10% seats shall be reserved for students belonging to Scheduled Castes of the State of Haryana. If the reserved seats remain vacant till the last date of admission, the same will be filled from the waiting list of general candidates in the next three days.

**43. Endowment, Scholarships & Fellowships etc.**—(1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature. It can also establish the same on its own initiative.

(2) The Finance Committee shall administer all the endowments under supervision of the Governing Body.

(3) The Board of Management may formulate Regulations on the exemption of fees and award of scholarships/fellowships; the basis will be merit or merit-cum-means.

(4) The award shall be made out of the annual income occurring from the endowments. Any part of the income which is not so utilized shall be added to the endowment.

(5) (a) The Finance Committee shall prescribe the conditions of depositing the endowment in a nationalized Bank/other Banks.

(b) The value of endowment necessary for instituting an award shall be prescribed by the Governing Body.

(6) In case any endowment is accepted by the Board of Management, it shall make Regulations for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment, etc.

(7) Approval of awardees for fellowships, medals and prizes as per the Regulations for specific endowment will be given by the Vice-Chancellor/Registrar.

**44. Arbitration.**—(1) In case of any dispute between University and officers, teachers, employees and students the same shall be adjudicated upon by the Committee constituted by the Board of Management in this regard. If still not resolved to the satisfaction of the parties, the aggrieved party may invoke the arbitration clause and request the Chancellor in writing for appointment of an Arbitrator who shall be appointed within 30 days of the receipt of such request.

(2) The provision of the Arbitration and Conciliation Act, 1996 or any other statutory amendment made thereto would be applicable to the Arbitration proceedings.

**45. Convocation.**—(1) The Convocation for the award of the Degrees, Diplomas, Certificates and other Distinctions of the University shall normally be held annually.

(2) The Academic Council shall frame Regulations relating to the format of the Degree and Diploma, Documents, Certificates and Citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding convocation.

(3) Special convocations may also be arranged with approval of the Chancellor to award Honorary degrees/ Academic distinctions to distinguished persons.

**46. Conferment of Honorary Degrees.**—(1) Proposal of conferring an Honorary Degree or Academic Distinction to a distinguished personality shall be made in writing, along with the Bio-data of the proposed recipient by a Faculty to the Chairman of the Academic Council.

(2) On receipt of the proposal, a special meeting of the Academic Council will be called to consider the proposal.

(3) The decision of the Academic Council will be referred to the Governing Body for recommending the approval of the Visitor.

(4) The conferment of honorary degree or distinction shall be subject to the prior approval of the Visitor.

**47. Withdrawal of Degree/Diploma, etc.**—(1) A degree, diploma, certificate or other academic distinctions may be withdrawn by the University—

(a) if the candidature of the person concerned has been cancelled or result quashed in accordance with the manner laid down by the Ordinance; or

(b) if the candidate has misbehaved at a convocation of the University; provided that the question whether a person has misbehaved in terms of this Statute shall be finally decided by the Vice-Chancellor; or

(c) when sufficient evidence is laid before the Academic Council showing that any person on whom a degree or diploma etc. was conferred by the University has been convicted to what is in their opinion a serious offence, the Academic Council may recommend to the Board of Management that such a degree or diploma be cancelled.

**48. Annual Report.**—(1) The Annual Report of the University shall be prepared by the Registrar of the University.

(2) The Report, duly recommended by the Board of Management, shall be placed for approval to the Governing Body and a copy of the same shall be submitted to the Sponsoring Body.

(3) A copy of the Annual Report shall be sent to the Visitor and to the State Government.

**Note :** Any thing contrary to the provisions of The Haryana Private Universities Act, 2006 (as amended from time to time) shall be treated as null and void.